

**CITY OF LOMA LINDA  
COMMUNITY DEVELOPMENT DEPARTMENT  
UNIFORM DEVELOPMENT APPLICATION**

Date: _____	Specific Plan _____
Receipt # _____	Tentative Tract _____
Annexation _____	Variance _____
CUP _____	Zone Change _____
DCA _____	Other _____
GPA _____	Application Fee: _____
Parcel Map _____	Environmental Fee: _____
PPD _____	

**FOR OFFICE USE ONLY**

*All application forms must be typed or printed in ink. All questions or lines which are not applicable to a particular application must be noted as "Not Applicable" or N/A. Incomplete applications will not be accepted for filing. Before filing an application for any development project with the City of Loma Linda, make an appointment with a Planner, so that any potential concerns can be identified and resolved (if possible).*

**SECTION 1**

1. Project Address\Location: \_\_\_\_\_  
\_\_\_\_\_

2. Describe Proposed Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Applicant (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Architect/ Engineer/Representative (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Owner of Record (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(For Parcel Map and Tentative Tract)

Subdivider (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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**Uniform Development Application**

**SECTION 2 (For Annexation, Conditional Use Permit, Parcel Map, Precise Plan of Design, Tentative Tract, and Zone Change)**

3. Assessor Parcel Number(s): \_\_\_\_\_

4. Parcel size(s): \_\_\_\_\_

5. General Location of Project Site: \_\_\_\_\_

\_\_\_\_\_

**A legal description of the site must be attached in the form of a Preliminary Title Report (dated within 30 days of the submittal).**

**Attach a copy of recorded deed restrictions or CC&R's, which apply to the property involved.**

6. When did the present owner of record acquire the property? \_\_\_\_\_

7. General Plan Designation

Existing: \_\_\_\_\_ Proposed (for zone change only): \_\_\_\_\_

8. Zone District

Existing: \_\_\_\_\_ Proposed (for zone change only): \_\_\_\_\_

9. Current use(s) on site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Proposed use(s) on site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Existing Structures on site (Types of structures, numbers of floors, square footages of each, and total square footage of all structures):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Describe adjacent land uses

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

13. Does this project propose the demolition of any of the existing structures? If yes, provide a brief explanation/description:

\_\_\_\_\_  
\_\_\_\_\_

### SECTION 3 (For Precise Plan of Design and Tentative Tract)

14. Domestic water source: \_\_\_\_\_

15. Sewage (method of disposal): \_\_\_\_\_

16. Is any grading proposed? YES:\_\_\_\_ NO:\_\_\_\_

17. Are private streets proposed? YES:\_\_\_\_\_ NO:\_\_\_\_\_

## SECTION 4 (For Conditional Use Permit and Precise Plan of Design)

18. Statement of operations: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(If space provided is not sufficient attach an additional sheet titled Statement of Operations.)

## SECTION 5

### Signature

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

Name of Applicant

Name of Authorized Representative

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Name of Property Owner(s)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***NOTE:*** Payment of filing fees is not deemed as acceptance of an application. The Applicant will be notified in writing, within 30 days, by Staff on the project status. If this application is incomplete in any detail or in part, the applicant will be required to submit additional information, which may delay the project. An application is not officially filed for any time limits established by the Subdivision Map Act, the California Environmental Quality Act, or City Ordinances until such time as all necessary information, plans and maps have been submitted, and all fees have been paid. The Applicant will be notified when an application is complete.

*If the Applicant is not the owner of record, a notarized letter authorizing the Applicant to represent the property owner(s) must be submitted. The property owner(s) must sign his/her name as it appears on the preliminary title report to the land. All property owners of record must sign the letter and the application.*

# ENVIRONMENTAL INFORMATION FORM

Project #: \_\_\_\_\_

Date: \_\_\_\_\_

Indicate the project identification number for the project to which this form pertains.

## GENERAL INFORMATION

1. Building square footage (Existing and Proposed).

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2. Number of floors of construction (Existing and Proposed).

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3. Amount of off-street parking provided.

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4. Proposed scheduling.

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5. Associated projects.

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6. Anticipated construction phasing.

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7. Fill in the appropriate information. (If more space is needed, please attach a supplemental sheet)

	Housing Type (i.e. SFR/MFR, Town House, Condo)	Number of Units	Schedule of Unit Size	Price Per Unit (Rent)	Household Size
Residential					
	Type (i.e. Commercial, Retail, Office)	Square Footage of Sales Area	Square Footage of Office/Admin Areas	Square Footage of Storage Areas	Square Footage of Loading Facilities
Commercial					
	Type (i.e. Warehouse, Manufacturing, Assembly)	Square Footage of Warehouse/ Manufacturing/ Assembly Area	Square Footage of Loading Facilities		
Industrial					
	Type		Estimated Occupancy	Loading Facilities	Community Benefits Derived From Project
Institutional					

8. What is the estimated employment per shift of the non-residential use proposed? \_\_\_\_\_

\_\_\_\_\_

9. What is the estimated occupancy of the facility? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. What are the community benefits derived from the project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required. (Use an additional sheet if necessary. Please label ENV 8) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Are the following items applicable to the project or its effect? Discuss on an attached sheet all items checked yes. (Please label the additional sheet ENV 9)

	YES	NO
Change in existing features of any bays, tidelands, beaches, hills, ridge lines, or substantial alteration of ground contours.		
Change in scenic views or vistas from existing residential areas or public lands or roads.		
Change in pattern, scale, or character of general area of project.		
Significant amounts of solid waste or litter.		
Change in dust, ash, smoke, fumes or odors in vicinity.		
Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.		
Substantial change in existing noise or vibration in the vicinity.		
Site placed on filled land or on slope of 10 percent or more.		
Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.		
Substantial change in demand for municipal services (police, fire, water, sewage, etc.).		
Substantial increase of fossil fuel consumption (electricity, oil, natural gas, etc.).		
Relationship to a large project or series of projects.		

## ENVIRONMENTAL SETTING

10. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structure(s) on the site, and the use of the structure(s), attach photographs of the site, Snapshots or polaroid photos will be accepted. (If more space is needed, please attach an additional sheet labeled ENV 10)

[illegible]

[illegible]

Date \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

For \_\_\_\_\_



# FINDINGS FORM FOR VARIANCE AND CONDITIONAL USE PERMIT APPLICATION

## INSTRUCTIONS TO APPLICANT

Provide the following information. This information is in addition to those items already listed. Answer must be complete. Attach additional sheets if necessary.

In order to approve a Variance and/or Conditional Use Permit application, the Planning Commission must make certain findings required by law. On a separate sheet, or on the lined space below, indicate how the following findings can be met.

## FINDINGS

1. That there are exceptional circumstances applicable to the property involved, or the intended use, which do not generally apply to other property in the same district.

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2. That the granting of such Variance or Conditional Use Permit would not be detrimental to the public welfare or injurious to property in the vicinity.

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3. That the strict applications of the regulation sought to be modified would result in practical difficulties or hardships inconsistent for the attainment of the Municipal Code.

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4. That the granting of such Variance or Conditional Use Permit will be consistent with the General Plan.

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## AGENT AUTHORIZATION LETTER

Note: This is to be used as a guideline, not an agent letter.

Date \_\_\_\_\_

I, (Property Owner's name), as owner of Assessors Parcel Number(s) \_\_\_\_\_

located at: (address)

hereby give my consent to (name, address, and phone number) to act as my Agent on behalf of (project(s) description).

Name and Signature of Property Owner

Address

Phone Number

Name and Signature of Agent

Address

Phone Number

**LETTER MUST BE NOTARIZED**

# UNIFORM APPLICATION CHECK LIST

## FORMS

- ☐1 APPLICATION FORM: must be completed and signed by applicant and/or property owner(s).
- ☐2 ENVIRONMENTAL FORM: must be signed by applicant.
- ☐3 FINDINGS FORM FOR VARIANCE AND CUP ( if applicable): A completed set of findings must be attached to the application.
- ☐4 AGENT AUTHORIZATION FORM (if applicable)

## REQUIRED PLANS (see matrix for quantity needed for each type of project)

- ☐5 COLOR & MATERIALS BOARD: This display board will be used for the presentation at the City Council and Planning Commission meetings.
- ☐6 COLORED PLANS: A site plan, landscape plan, and elevations in color will be used for the presentation at the City Council and Planning Commission meetings. These plans can be provided on disc in a Powerpoint program format.
- ☐7 SITE PLANS: 8 1/2" x 11" Site Plans shall be distributed to the Administrative Review Committee for review and comment, and shall include all information required by the Site Plan Checklist (attached)
- ☐8 PLANS AND/OR TENTATIVE MAPS FOLDED AS A SET AND STAPLED OR BANDED.  
The set shall include the following:
  - 1. Site Plans. The site plans shall be drawn neatly and accurately to scale, not smaller than one (1) inch equals 100 feet (See Site Plan Checklist).
  - 2. The Tentative Map shall include lot pad location, elevation, and driveways connecting pads to the roadway system. A preliminary grading plan for all grading is required at one, or two foot contour intervals (See Tentative Map Checklist).
  - 3. Building Elevations. Elevations of all sides of all proposed structures, including all exterior architectural detailing, color schedules, roof lines and types of surface materials used.
  - 4. Floor Plans.

☐ 9 **CONCEPTUAL LANDSCAPE PLANS:** Plans must show quantity, size, location and species of all proposed plants and indicate method of irrigation with a permanent automatic system. To encourage the use of licensed Landscape Architects for the preparation of Landscape Plans, the City allows the project Landscape Architect to inspect and certify planted material in lieu of a plan check fee. Irrigation Plans shall be checked as part of the building plan and must be included in the building working drawings. The City has adopted standard specifications for irrigation system.

☐ 10 **REDUCED SIZE PLANS (8½" x 11"):** One copy of each plan submitted, including but not limited to site plan, floor plans, elevations, landscape plans, preliminary grading plans, conceptual landscape plans, sign plans, etc.

☐ 11 **SIGN PLAN (if applicable):** Sign plans to include a plot plan showing the proposed location of all freestanding signs, and the location and size of proposed signage on building elevations. For each proposed sign, indicate size, elevation above final grade, color(s), type, material(s) and method of illumination.

The sign plan shall also include the location, size and elevations (including color(s) and material(s)) of all signs and structures existing on the premises at the time of the proposed project. If the site is undeveloped or to be cleared, a written statement indicating this will suffice. Exceptions to the Code may be requested as part of the plan approval.

The sign plan shall be in compliance with the Loma Linda Municipal Code. Sign criteria for your zone may be obtained through the Community Development Department.

## **OTHER REQUIRED ITEMS**

☐ 12 **PROPERTY OWNERS LIST, 300 Foot Radius Map, and Property Owners Certification:** Type the Assessor Parcel Number, and the name(s) and address of each property owner within 300 feet from the exterior limits of the parcel on three sets of gummed labels which are 1' x 2 3/4" in size (see exhibit A). Provide a xeroxed copy of gummed labeled sheet(s). The Assessor's Parcel Number(s) can be obtained at the County Assessor's Office, Hall of Records, 172 W. 3rd Street, San Bernardino, for a fee. Also required are three complete sets of gummed labels for all involved parties that need to be notified for public hearing (applicant, architect, and property owner).

☐ 13 **PRELIMINARY TITLE REPORT:** To be dated within 30 days of the submittal of the application.

☐ 14 **ELECTRONIC VERSION OF ALL PLANS IN POWERPOINT:** A disc of the proposed plans shall be provided which includes each plan page in the Powerpoint program.

## **SITE PLAN CHECKLIST**

The following items shall be shown and labeled on the submitted site plan. Distinguish between existing (dashed lines) and proposed (solid lines) and show sufficient dimensions to define all items. Plans must be drawn to scale unless noted otherwise by the Community Development Department.

1. Property lines and dimensions.
2. North arrow, scale and date.
3. Location or vicinity map.
4. Existing and proposed building and structure footprints, including loading zones.
5. Dimension and nature of all easements.
6. Frontage streets: name, centerline, curb line, right-of-way, street widths, improvements and utility poles. (Proposed grades of streets, if applicable)
7. Location of water/sewer lines.
8. Location of fire hydrants.
9. Setback and yard distances and spaces between buildings and/or spaces between property lines and buildings.
10. Detailed plan of landscaping showing the location, dimensions of landscaped areas.
11. Driveways: show (A) all points of ingress and egress; (B) direction of ingress and egress; and (C) conflict points such as other driveways, streets or alleyways within 300 feet of proposed driveways on site and on adjacent properties (this can be on a separate plan).
12. Parking layout showing sizes and location of each stall, back up area and driving aisles (indicate required parking).
13. Handicapped ramps, parking, signs and pavement markings.
14. Concrete header separating all paved vehicular areas from landscaping.
15. Sidewalks and interior walks including ramps and curb ramps.
16. Location, height and composition of walls and fences.
17. Location of refuse enclosures and containers.
18. Location and method of lighting.
19. Printed name, address, registration number and phone number of engineer/architect.
20. Title block listing related case numbers.
21. Existing contours (2 foot intervals) for project site and adjacent topography within fifteen feet of the perimeter of the project site. Please note the effect that the proposed grading will have on adjacent properties.
22. Proposed final grades shall be clearly shown and designated on plans along with cut and fill slopes. Slopes shall be clearly designated on plans and shall not exceed a 2:1 ratio unless approved.
23. Show details of any on-site walls and cribbing.
24. Assessor's Parcel Number(s), legal description and project address.
25. Existing and proposed zoning and General Plan designation.
26. Square footage or gross and net acreage of property.
27. Square footage of existing and proposed, and any proposed demolitions to buildings.
28. Percent of lot coverage.
29. Square footage of landscaping: existing and proposed, and percent of landscaping.
30. Building occupancy code.
31. Square footage of seating area and/or number of seats provided (if applicable).
32. Construction type.

## **TENTATIVE MAP CONTENTS**

The following information shall be delineated on the tentative map except those items as determined by the Community Development Director as not being pertinent to a particular division of land:

- (1) The tract or parcel map number as obtained from the County Surveyor's Office;
- (2) Sufficient legal description of the land included on the map to define the boundaries of the tentative map;
- (3) The name, address, and telephone number of the record property owners together with his/her affidavits consenting to the filing of the tentative map;
- (4) The name, address, and telephone number of the subdivider together with his affidavits providing his/her approval of the tentative map as submitted;
- (5) The name, address, and telephone number of the registered engineer or licensed land surveyor preparing the map;
- (6) The name, address and telephone number of the geologist or soils engineer whose services were obtained in the preparation of the design of the tentative map;
- (7) A geologic soils report prepared by a civil engineer who is registered by the state, based upon adequate test borings or excavations, unless the Building Division, shall determine that, due to the knowledge such division has as to the soil qualities of the soil of such subdivision or lot, no preliminary analysis is necessary. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected would lead to structural defects, the person filing the tentative map shall submit a soils investigation of each lot in the subdivision, prepared by a civil engineer who is registered in this state, which shall recommend corrective action which is likely to prevent structural damage to each dwelling proposed to be constructed on the expansive soil. The Building Division shall approve the soils investigation if it determines that the recommended action is likely to prevent structural damage to each dwelling to be constructed and shall require that the approve recommended action be incorporated in the construction of each dwelling as a condition to the building permit;
- (8) If the Building Division finds that a written geological report is necessary to determine whether the property to be divided is subject to an existing or potential geological hazard, the applicant filing the tentative map shall submit such report to the Community Development Department. The report shall be prepared by a registered engineering geologist;
- (9) North point, scale, date, and boundary line of the division of land;
- (10) Locations, names or other designations, widths, approximate centerline, curve radii, and approximate grades of all highways, streets, alleys, and pedestrian trails in the proposed land division and also those that are existing and adjoining the proposed land division;
- (11) The width and approximate locations of all existing or proposed railroads, flood control channels, public utilities, reservations, or other easements or rights-of-way;
- (12) The names, addresses, and phone numbers of the existing and proposed public utility companies that will serve the tract;
- (13) The lot or parcel layout, the approximate dimension of each lot or parcel, and a number or letter for each lot or parcel;
- (14) The approximate location of all areas subject to flood waters, overflow, or inundation, and the location, width, and direction of flow of all watercourses;
- (15) The accurate contour of the land in intervals of not more than two feet if the general slope of the land is less than ten percent or of not more than five feet if the general slope of land is more the ten percent. All elevations shall be based on U.S.G.S. data, or other data acceptable to the city engineer. Copies of U.S.G.S. maps are not acceptable;

- (16) The location and outline, to scale, of each building, utility pole, or other structure above ground, noting thereon whether same is to be removed from or is to remain in the development of the division of land. If the structure is to remain and within fifteen feet of a lot or parcel line, such distance is to be shown on the map;
- (17) The location of existing wells, water lines, cesspools, sewers, culverts, drain pipes, underground structures, or sand, gravel, or other excavations within the land division and within two hundred feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or used;
- (18) A general location map of the area to be divided, showing its relation to adjacent subdivisions, existing main thoroughfares, and other pertinent information;
- (19) Approximate acreage and the total number of numbered lots or parcels and total number of lettered lots or parcels contained within the division of land;
- (20) Existing use of the property and of the adjoining property immediately surrounding the land division;
- (21) The name and tract number of adjoining subdivisions;
- (22) Existing zoning;
- (23) Type of development proposed on the division of land; if the property is proposed to be used for more than one purpose, the area, lot or lots proposed for each type of use;
- (24) Type of improvements including but not limited to streets, drainage, water, sewer, grading, utilities, pedestrian trails, street lights and tree planting which are proposed to be installed and of the time at which such improvements are proposed to be completed;
- (25) If the water is not to be supplied by the City the source, name of supplier, quality and an estimate of available quantity of water and, if to be served by an established mutual water company or an established public utility, a letter shall be furnished to indicate that satisfactory arrangements have been made or can be made for water supply;
- (26) Proposed Method of Sewage Disposal. Additionally, the Community Development Director may in the interests of the public health, safety and welfare require as to a particular division of land that the subdivider cause a percolation test to be made of all or any portion of the property delineated on the tentative map and to submit a report of the results of such tests to the city prior to the city accepting such tentative map for filing if the proposed method of sewage disposal for such property is by a private leaching system;
- (27) The drainage area tributary to the division of land, and a statement setting forth in detail the manner in which storm runoff will enter the division of land, the manner in which it will be carried through the division of land, and the manner in which disposal beyond the division of land boundaries will be accomplished;
- (28) Proposed protective covenants, if any, to be recorded;
- (29) Location and dimensions of all streets and other lands whether for public or private purposes, to be dedicated or offered for dedication;
- (30) If private streets are proposed, the method by which their maintenance will be accomplished and financed;
- (31) Location of lands intended to be dedicated for park or trail purposes and/or statement as to whether fees are proposed to be paid in lieu therefore;
- (32) Proposed generalized grading to show proposed lot grades and proposed cut and fill slopes;
- (33) Location of all trees within the division of land having a diameter of four inches and larger; and,
- (34) Such other information as the Planning Commission determines is necessary to properly consider the proposed land division.

## **Conceptual Landscape Plan Checklist**

The following information shall be delineated on the conceptual landscape plan except those items as determined by the Community Development Director as not being pertinent to a particular application:

1. Show plant type, size and location;
2. Show Hardscape textures, materials, color and location;
3. Provide details on any architectural amenities (i.e. trellis, fountains, lighting, benches);
4. Show fence and wall details, materials, colors, location, height;
5. Show existing plants to remain and/or be removed;
6. Provide a legend with a symbol, botanical & common names, size & quantity;
7. Show any right-of-way improvements;
8. Show location of property line;
9. Show footprints of buildings and any other architectural amenity;
10. Show location of electrical, plumbing, mechanical equipment & required vegetative screening;
11. Show trash receptacle concrete pads or trash enclosures;
12. North Arrow;
13. Matchlines, street names, existing easements, project limit & property line;
14. Show all Landscape Maintenance District areas;
15. Provide a vicinity map, sheet index, title block with project title, address & tract number;
16. Provide owner and/or developers name, address and phone number; and,
17. Provide landscape architect name, address and phone number.